

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/63

29<sup>th</sup> March, 2022

On behalf of Tanzania Ports Authority, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **127** vacant posts as mentioned below.

#### **1.0 TANZANIA PORTS AUTHORITY (TPA)**

Tanzania Ports Authority (TPA) was established under the Ports Act No. 17 of 2004. The Authority is vested with the obligation and responsibility of developing, managing, and promoting the maritime sector in Tanzania mainland. The major role of TPA is to enhance the advantages of the geographical position of Tanzania's maritime resources to fulfil its mandates including provision of services in relation to loading and unloading of cargo and passenger services at all ports in Tanzania.

TPA's vision is to lead the regional maritime trade and logistics services to excellence and its mission is to develop and manage ports that provide world class maritime services and promote excelling logistics services in eastern, central, and southern Africa. TPA continues to undertake substantial improvement measures to turn around its performance to maintain competitiveness within the region.

### **1.1.1 OPERATIONS OFFICER II- 10 POINTS**

### **1.1.2 WORKSTATION: ALL PORT**

### **1.1.3 REPORT TO: OPERATIONS TERMINAL MANAGERS/PORT MANAGERS**

### **1.1.4 DUTIES AND RESPONSIBILITIES**

- i. To arrange for customs clearance in respect of outgoing coastal vessels and the foreign going vessel;
- ii. To prepare bills for the service rendered which include hire of tugs, pilot boats, patrol boats etc.
- iii. To issue of boat licenses appearing within the inner harbor;
- iv. To issue Merchants and ship chandlers licenses;
- v. To handle marine operation staff matters and supervise the general office administration;
- vi. To prepare and administers berth activity records;
- vii. To collect cash or cheque and transmit to cashier at the revenue office; and
- viii. To perform any other related duties as may be assigned time to time by Supervisor.

### **1.1.5 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Business Administration or Bachelor Degree in Economics or Bachelor Degree in Freight clearing and Forwarding and Ports Management or Bachelor Degree in Maritime Transport and Logistics or Bachelor Degree in Shipping and Ports Operations Management or Bachelor Degree in Transport Management or Bachelor in Law or Bachelor Degree in Marketing or Bachelor Degree in Procurement and Logistics Management or Bachelor Degree in Human Resource

Management or Bachelor Degree in Public Administration from recognised institution

### **1.1.6 REMUNARATION**

Salary Scale: TPGS 6

### **1.2.1 PILOT II – 1 POST**

### **1.2.2 WORKSTATION: DSM CENTRAL PORT**

### **1.2.3 REPORT TO: HARBOUR MASTER**

### **1.2.4 DUTIES AND RESPONSIBILITIES**

- i. To pilot Ships and other Vessels with maximum length of 150 mts. for safe berthing & un-berthing within the Port; ii. To assist commanding the Tugs boats beyond harbor boundaries.
- iii. To keep training on safe berthing and unberthing ships/ vessels with length over 150 mts.
- iv. To command the Floating Crane and tow for dry docking.
- v. To ensure that all outgoing ships have valid outward port clearance.
- vi. To ensure Pilot Log sheet and Master Report are accurately filled up for billing purposes; and
- vii. To perform any other related duties as assigned from time to time by the Supervisor.

### **1.2.5 QUALIFICATIONS AND EXPERIENCE**

Certificate of Competence for Officer in Charge of a Navigational Watch (OINW) on ships of 500 GRT or more (Reg. II/1). Must have at least four (4) years of working experience as OINW on ships of 500 GRT or more. Bachelor Degree in Marine Transportation, Maritime Transport and Nautical Science will be an added advantage.

### **1.2.6 REMUNARATION**

Salary Scale: TPGS 6

### **1.3.1 ASSISTANT OPERATIONS OFFICER – 10 POSTS**

### **1.3.2 WORKSTATION: TANGA, MTWARA, MWANZA, KIGOMA PORTS**

### **1.3.3 REPORT TO: PORT MANAGERS**

### **1.3.4 DUTIES AND RESPONSIBILITIES**

- i. To arrange for customs clearance in respect of outgoing coastal vessels and the foreign going vessel;
- ii. To prepare bills for the service rendered which include hire of tugs, pilot boats, patrol boats etc.
- iii. To issue of boat licenses appearing within the inner harbor; iv. To issue Merchants and ship chandlers licenses;
- v. To handle marine operation staff matters and supervise the general office administration; vi. To prepare and administers berth activity records;
- vii. To collect cash or cheque and transmit to cashier at the revenue office; and
- viii. To perform any other related duties as may be assigned time to time by Supervisor.

### **1.3.5 QUALIFICATIONS AND EXPERIENCE**

Diploma either in Business Administration or Diploma in Economics or Diploma in Freight clearing and Forwarding and Port Management or Diploma in Maritime Transport and Logistics or Diploma in Shipping and Ports Operations Management or Diploma in Transport Management or Diploma in Law or Diploma in Marketing or Diploma in Procurement and Logistics Management or Diploma in Human Resource Management or Diploma in Public Administration from a recognized institution.

### **1.3.6 REMUNARATION**

Salary Scale: TPGS 5

### **1.4.1 ASSISTANT SECURITY OFFICER – 2 POSTS**

### **1.4.2 WORKSTATION: DSM CENTRAL PORT**

### **1.4.3 REPORT TO: SECURITY MANAGER**

### **1.4.4 DUTIES AND RESPONSIBILITIES**

- i. To prepare roster and supervises Security Assistants for general security services, port movement control, and escort;
- ii. To prevent & protect cargo from malicious damage, theft and pilferage;
- iii. To perform patrols on day-to-day basis;
- iv. To apprehend anyone infringing regulations or anyone whom he finds stealing;
- v. To maintain self- discipline at work and ensures that staff does not leave their point of duty without being released or without permission;
- vi. To supervise security guards and ensures that they provide efficient service; and
- vii. To perform any other related duties as may be assigned time to time by Supervisor.

### **1.4.5 QUALIFICATIONS AND EXPERIENCE**

Diploma either in Law or Diploma in Criminology or Diploma in Law Enforcement) or Diploma in Business Administration or Diploma in Human Resource Management or Diploma in Public Administration or Diploma in Information Communication Technology from recognized institutions

### **1.4.6 REMUNARATION**

Salary Scale: TPGS 5

### **1.5.1 JETTY OPERATOR – 2 POSTS**

### **1.5.2 WORKSTATION: DSM CENTRAL PORT**

### **1.5.3 REPORT TO: OIL TERMINAL MANAGER**

#### **1.5.4 DUTIES AND RESPONSIBILITIES**

- i. To perform all hose handling activities and ensures safety of all equipment;
- ii. To operate cargo valve within the oil terminal limits;
- iii. To take action on any oil spill and leakage on the water at the jetty as required by environmental control Agencies; iv. To ensure achievement of set targets for the loading unit;
- v. To carry out maintenance of all equipment belonging to the jetty;
- vi. To ensure efficient loading and off-loading; and
- vii. To perform any other related duties as may be assigned time to time by Supervisor.

#### **1.5.5 QUALIFICATIONS AND EXPERIENCE**

Full Technician Certificate (FTC) or Ordinary Diploma either in Marine Engineering or Oil and Gas from recognized institutions

#### **1.5.6 REMUNARATION**

Salary Scale: TPGS 5

#### **1.6.1 ARTISAN II (MECHANICAL) – 11 POSTS**

#### **1.6.2 WORKSTATION: KYELA, MWANZA, DSM CENTRAL PORT**

#### **1.6.3 REPORT TO: PORT ENGINEERS**

#### **1.6.4 DUTIES AND RESPONSIBILITIES:**

- i. To undertake repair works or fabricate equipment parts scheduled by respective sections for Forklifts and in the Engines Shop;
- ii. To overhaul engine of the equipment;

- iii. To prepares equipment to the required Standard;
- iv. To carry out maintenance and repair of light equipment, particularly, Cranes, and Forklifts;
- v. To carry out preventive maintenance according to schedule;
- vi. To carry out scaling of boats;
- vii. To carry out maintenance works in the engine shop to ensure that mechanical equipment is in good working condition all the time;
- viii. To carry out preventive maintenance for plants, motor vehicles and tractors; and ix. To perform any other related duties as may be assigned time to time by Supervisor.

### **1.6.5 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) plus Certificate (NTA 5) or Trade Test II in Mechanical Engineering from recognized Institution.

### **1.6.6 REMUNARATION:**

Salary Scale: TPGS 4

### **1.7.1 SECURITY ASSISTANT - 5 POSTS**

### **1.7.2 WORK STATION: DSM CENTRAL PORT**

### **1.7.3 REPORT TO: SECURITY MANAGER**

### **1.7.4 DUTIES AND RESPONSIBILITIES**

- i. To assist in preparation of roster and supervises Security guards for general security services, port movement control, and escort;
- ii. To protect cargo from malicious damage, theft and pilferage;
- iii. To assist the Security officers on day to day duties;
- iv. To ensure secure environment at their point of duty;
- v. To supervise security guards; and

- vi. To perform any other related duties as may be assigned time to time by Supervisor.

#### **1.7.5 QUALIFICATIONS AND EXPERIENCE**

Holder of Certificate of Secondary Education Examination (CSEE), Certificate in Law, Certificate in Criminology, Certificate in Law Enforcement, Certificate in Business Administration, Certificate in Human Resource Management, Certificate in Public Administration, Certificate in Information Communication Technology,

#### **1.7.6 REMUNARATION:**

Salary Scale: TPGS 4

#### **1.8.1 CARGO FOREMAN – 3 POSTS**

#### **1.8.2 WORKSTATION: ACROSS TPA**

#### **1.8.3 REPORT TO: PORT DIRECTOR/ PORT MANAGER**

#### **1.8.4 DUTIES AND RESPONSIBILITIES**

- i. Supervises dockworkers and labourers during cargo handling operations;
- ii. Directs where to arrange cargo and ensures that the cargo is properly secured;
- iii. To provide quality services on equipments operation; iv. To perform gangway activities;
- v. To operate the equipment (Winch, Folk Lifts, Terminal Tractors and Cranes) as per approved procedures and policies;
- vi. To carry out loading, offloading or discharging and delivery of Motor vehicles and other cargo into/from a ship; and
- vii. To perform any other related duties as may be assigned time to time by Supervisor



### **1.8.5 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) plus Cargo Handling Certificate from recognized Institutions, Certificate in Equipment Operator with Class D, E, C and F Driving License and Operating License for Cranes, Winch, Forklift or Terminal Tractors or equivalent qualification will be an added advantage

### **1.8.6 REMUNARATION:**

Salary Scale: TPGS 4

### **1.9.1 MECHANICAL EQUIPMENT OPERATOR – 65 POSTS**

#### **1.9.2 WORKSTATION: ALL PORTS**

#### **1.9.3 REPORT TO: OPERATIONS TERMINAL MANAGERS/PORT MANAGERS**

#### **1.9.4 DUTIES AND RESPONSIBILITIES**

- i. To operate winch, cranes as per approved procedures and policies;
- ii. To provide quality services on plant operation;
- iii. To perform gangway activities;
- iv. To operate the equipment (Winch, Folk Lifts, Terminal Tractors and Cranes) as per approved procedures and policies;
- v. To carry out loading, offloading or discharging and delivery of Motor vehicles and other cargo into/from a ship; and
- vi. To perform any other related duties as may be assigned time to time by Supervisor.

### **1.9.5 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) plus Certificate in Equipment Operator with Class D, E, C and F Driving Licence and Operating Licence for Cranes, Winch, Forklift or Terminal Tractors from recognised Institutions.

### **1.9.6 REMUNARATION:**

Salary Scale: TPGS 3

**1.10.1 ENGINE ROOM ASSISTANT – 4 POSTS**

**1.10.2 WORKSTATION: DSM CENTRAL PORT**

**1.10.3 REPORT TO: HARBOUR MASTER**

**1.10.4 DUTIES AND RESPONSIBILITIES**

- i. To work within the daily work schedule;
- ii. To maintain tug log book showing Main engines and Auxiliaries running service hours and movements made by the tug;
- iii. To ensure routine maintenance of Machineries are carried as per planned schedule
- iv. To perform any other related duties as may be assigned from time to time by Supervisor.

**1.10.5 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) plus Holder of Certificate of Competence for Officer in Charge of an Engineering Watch (OIEW) of Vessels less than 750 kW issued under Tanzania Merchant Shipping Act 2003. Certificate in Marine Engineering will be an added advantage.

**1.10.6 REMUNARATION: Salary**

Scale: TPGS 3

**1.11.1 SIGNALER – 1 POST**

**1.11.2 WORKSTATION: DSM CENTRAL PORT**

**1.11.3 REPORT TO: HARBOUR MASTER**

#### **1.11.4 DUTIES AND RESPONSIBILITIES**

- i. To operate radar and other equipment of the electronic navigation system (ENS); ii. To keep constant watch of the radar/ system monitor vessel traffic.
- iii. To interpret pictures and plot position, directions and other relevant information;
- iv. To communicate appropriate information at the right time to the right Vessel regarding traffic status such as position, speed direction and environmental factors;
- v. To maintain records and evolves shift reports; vi. To perform any other duties as assigned from time to time.

#### **1.11.5 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) plus Certificate Global Maritime Distress Safety Systems (GMDSS) from recognized institutions.

#### **1.11.6 REMUNARATION:**

Salary Scale: TPGS 3

#### **1.12.1 HEAD BOATMAN – 3 POSTS**

#### **1.12.2 WORKSTATION: DSM CENTRAL PORT**

#### **1.12.3 REPORT TO: HARBOUR MASTER**

#### **1.12.4 DUTIES AND RESPONSIBILITIES**

- i. To perform cleaning of Wheelhouse, accommodation, chipping and painting on main deck
- ii. To assist in maintaining rescue boats; iii. To stand as lookout watch;
- iv. To assist in changing bouys mooring chains of buoys;

v. To assist manual work during hydrographic surveys; vi. To direct loading and unloading cargo; vii. To assist to perform lashing and rope works; viii. To assist in assembling new buoys and towers; ix. To perform any other related duties as may be assigned time to time by Supervisor

#### **1.12.5 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) plus Valid Basic Safety Mandatory Certificates from recognized Authority.

#### **1.12.6 REMUNARATION:**

Salary Scale: TPGS 2

#### **1.13.1 OPERATIONS CLERK C – 10 POSTS**

#### **1.13.2 WORKSTATION: ALL PORT**

#### **1.13.3 REPORT TO: OPERATIONS TERMINAL MANAGERS/PORT MANAGERS**

#### **1.13.4 DUTIES AND RESPONSIBILITIES**

- i. To perform tallying activities;
- ii. To ensure no cargo/goods are taken out of the ports without proper documentation/authority;
- iii. To prepare periodic reports and submit to concerned authorities on time;
- iv. To supervise yard activities relating to cargo handling activities to ensure safe and efficient loading and delivery operations;

- v. To ensure that required and adequate equipment are available for loading and unloading, as well as delivery activities; and
- vi. To perform any other related duties as may be assigned time to time by Supervisor.

#### **1.13.5 QUALIFICATIONS AND EXPERIENCE**

Certificate of Secondary Education Examination (CSEE) plus Certificate (NTA 5) in Shipping and Port Operations from recognized institutions

#### **1.13.6 REMUNARATION:**

Salary Scale: TPGS 2

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania with an age not above 45 years except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates: -
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable);
  - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and form VI results slips;

- Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
  - vii. An applicant employed in the Public Service should route his application letter through his respective employer;
  - viii. An applicant who is retired from the Public Service for whatever reason should not apply; ix. An applicant should indicate three reputable referees with their reliable contacts;
  - x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
  - xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE); xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
  - xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat,  
**P.O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings  
Dodoma.**
  - xiv. Deadline for application is **11<sup>st</sup> April, 2022;**
  - xv. Only short-listed candidates will be informed on a date for interview and;
  - xvi. Presentation of forged certificates and other information will necessitate to legal action;

**NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')**

**[CLICK HERE TO APPLY](#)**

Released by:

**ACTING SECRETARY**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**